

## **ENCLOSURE 1**

### **Guidelines for DOSP Submittal**

#### **Proposal Structure:**

Each Contractor's proposal shall be compliant with the following mandatory structure and outline. Failure by a Contractor to comply with this structure and outline will be considered non-responsive and the Government will not evaluate such a proposal.

The proposal shall be submitted in two separate volumes: Volume 1 and Volume 2.

- Volume 1 shall be labeled "Technical Proposal"
- Volume 2 shall be labeled "Price Proposal"

#### **Volume 1 – Technical Proposal**

Volume 1, Technical Proposal, shall be prepared using Microsoft Office 2000 and shall be submitted in both hard copy and electronic formats and submitted on compact disks (CDs). The Contractor shall submit twelve (12) hard copies and five (5) electronic copies of Volume 1. The hard copies shall be physically divided into eight specific sections delimited by distinct tabbed pages or commonly colored, i.e., other than white, separator pages, labeled as follows:

- Tab A: Transmittal Letter
- Tab 1: Customer Focus
- Tab 2: Transition Issues
- Tab 3: Service Delivery
- Tab 4: Mission Focus
- Tab 5: ODIN Past Performance
- Tab 6: Enclosure 4 "NASA Headquarters ODIN DO2 SOW" Traceability Matrix
- Tab 7: DRD submission for DRDs HQ-7, HQ-13, HQ-14
- Tab 8: Transition Plan
- Tab 9: Safety and Health Plan, DRD HQ-8

The content at Tab A shall be a transmittal letter from the Contractor and shall not exceed one page in length.

The content at Tabs 1 through 5 shall be specifically organized, structured, and labeled according to the respective categories and sub-categories, to the lowest level, presented in Enclosure 2, Delivery Order Selection Criteria. The total material in Tabs 1 through 5, inclusive, shall not exceed 40 pages, not counting the delimiting pages which separate the sections.

The content at Tab 6 shall be a Traceability Matrix which maps each item identified and described in Enclosure 4, Statement of Work, to the specific, respective categories and sub-categories, to the lowest level or levels within Tabs 1 through 4 (For example, Transition Issues paragraph F3a). This Traceability Matrix will help ensure the Government understands where in the proposal each item in Enclosure 4 is addressed. It is recognized by the Government that in

some instances a Contractor may choose to address an item or items at multiple categories and sub-categories within Tabs 1 through 4, thus the Traceability Matrix Column 4 shall map all such instances. The Traceability Matrix may be as short as one page or may be multiple pages in length.

The Traceability Matrix shall be submitted in Microsoft Excel 2000 spreadsheet format (NASA HQ ODIN DO2 Traceability Matrix Response 2004mmdd.xls) with the following column headings:

- Column 1 shall contain the DO2 “SOW Paragraph Number”. This column shall list all paragraphs contained in the DO2 SOW.
- Column 2 shall contain the “Paragraph Title” corresponding to the paragraph number.
- Column 3 shall contain the “Contractor’s Response”. This column shall contain the ODIN Contractor response to the paragraph listed in the first column. The permissible responses are “Yes” (Contractor shall accomplish the stated requirement without reservations) and “Yes with qualifications” (Contractor shall accomplish the stated requirement with qualifications).
- Column 4 shall contain the “Proposal Paragraph Number” in the Contractor’s proposal where the Contractor addresses the SOW requirement and any qualifications / assumptions. If the Contractor answers “Yes” in column 3, then the Contractor is not required to discuss this requirement in their proposal and the block may be blank.
- Column 5 shall list any assumptions that apply to this requirement. Contractor may use additional columns if needed. Furthermore, all such assumptions will be embedded in the body of their proposal at the paragraph listed in Column 4. These assumptions shall begin with the word “ASSUMPTION:” followed by the specific assumption in italics.

As a base for this tab, the Contractor shall use a Government provided copy of this matrix with columns one and two already completed. This copy is provided in the Vendor’s Library.

Tab 7 The Contractor shall provide:

- DRD ODIN-HQ-7, Information Technology Security Management Plan
- DRD ODIN-HQ-13, Asset Transition Value Report and Asset Value Calculation Methodology
- DRD ODIN-HQ-14, Communications Plan

This tab shall contain no more than thirty pages. These DRDs will be finalized and approved prior to DO start.

Tab 8 - The Contractor shall provide a copy of their Transition Plan in accordance with Master Contract paragraph A.1.2.2 (b) (3), NASA (DOSP). This plan shall be no more twelve pages.

Tab 9 – The Contractor shall provide a copy of their Safety and Health Plan in accordance with DRD ODIN-HQ-8, Safety and Health Plan. There is no page limit for this plan.

## **Volume 2 – Price Proposal**

Volume 2, Price Proposal, shall be submitted in both hard copy and electronic formats. The Contractor shall submit four (4) hard copies and four (4) electronic copies of Volume 2 that shall be prepared using the Government price model. The Government price model will be made available at the web site <http://www.hq.nasa.gov/odin2/> upon the issuance of the DOSP letter. The electronic format submitted by the Contractor shall use Microsoft Office 2000 - Microsoft Excel 2000 and shall be submitted on compact discs (CD). The price model is the baseline to be used by the Government for evaluation and is based on the ODIN Service Tables contained in Section E of the ODIN Master Contract. There is no page limitation for the price model or supporting price data.

Each Contractor shall provide a standard price for each seat and service level, and shall provide a price for each option listed in the contract. Each option shall be priced as an incremental change to the respective standard seat or service price. Contractors shall include the price for each item and option, even if the stated quantity is 0 (zero). Contractors shall provide monthly prices in the appropriate columns for Years 1, 2 and 3.

In addition to the desktop seat prices, the price proposal shall include, for the life of the delivery order, all prices for all existing hardware and software not included in the desktop seat price. Attachment B, Price Model, of Enclosure 4, SOW reflects all existing hardware and software that shall be priced in the proposal.

The price model is designed to automatically complete all necessary calculations. The Government reserves the right to change quantities prior to the issuance of the delivery order. Additional information and instructions regarding the Government price model can be found on the general information page at the beginning of the price model worksheet. The additional information follows the title "Basic information and instructions about spreadsheet".

Contractor shall notify the DOCO immediately if it suspects an error in the price model or have questions about the price model.

As part of the cost proposal, the Contractor shall provide the following:

(A) The cost algorithms used by the Contractor to determine the price during DO2 for the addition, maintenance, and deletion of the following:

1. Triage 1 with refresh
2. Triage 1 without refresh
3. Triage 2
4. Triage 3
5. Call List
6. Category 1 with refresh
7. Category 1 without refresh
8. Category 2
9. Category 3

(B) The ATV calculation methodology to be used by the Contractor.

(C) An estimate of the ATV remaining at the end of DO2.

(D) A description of how any refresh seat pricing affects the final ATV costs.

- (E) The cost per seat for each software license included in any seat type that includes software. This applies to the operating system software and to Core Load software as defined in Attachment G of the Enclosure 4, SOW. All such software licenses shall be transferable to the Government without penalty upon request by the Government.

At the Vendor Briefing, the Government will provide sample item quantities to be used in the calculation of a cost total for each of these algorithms. These algorithms will be incorporated into the contract.

### **Page Definition**

For the purposes of Volume One Technical Proposals submitted by ODIN Contractors for NASA HQ, a page is defined as one side of a sheet, 8.5" x 11", with no less than one inch margins on all sides, using greater than 11 point font size. Foldouts shall count as an equivalent number of 8.5" x 11" pages and shall not exceed 10 percent, i.e. 3.5 pages of the total 40 pages allowed. The metric standard format most closely approximating the described standard 8.5" x 11" paper size may be used in lieu of standard 8.5" x 11". Illustrations, drawings, charts, etc. are included in the count towards the page limitation total, however, such items may use a 10-point or larger font size.

### **Proposal Submittal Deadline, Recipient, and Location**

By ~~April 30, 2004~~ **May 4, 2004**, (Revised per Amendment 2) 4:00 pm EDT, the Contractors shall provide and NASA Headquarters must receive the required number of proposal copies in the required formats. These shall be provided to the attention of Michelé Hull, (202) 358-0546, at the address below:

NASA Headquarters  
Attention: Ms. Michelé Hull  
Code OCF, Room 4S34  
300 E Street, S.W.  
Washington, DC 20546

Address for hand delivered submittals is the same as the above mailing address.

NASA Headquarters office hours are 8:00 a.m. to 4:30 p.m.; Monday through Friday, excluding Government holidays.